

CONFIDENTIAL

22 September 1983

MEMORANDUM FOR THE RECORD

25X1 FROM: [REDACTED]
Chief, Insurance Branch

SUBJECT: Safeguard Procedures - Check Signing Machine

In order to provide optimum safeguards regarding the use of the Branch's check signing machine, it is requested that the following procedures be adopted as outlined. These procedures will be effective upon receipt of this MFR.

- 25X1 a. [REDACTED] is hereby designated as the primary custodian
25X1 of the check signing machine. In her absence, [REDACTED]
is designated as the alternate custodian.
- b. During daytime operations, it is requested, if both the primary and alternate custodians are absent from their office, that the "Operator" control key be physically removed from the machine and maintained in the custodian's four drawer safe.
- c. Operation of the check signing machine will be restricted to three persons in the Branch:
- 25X1 [REDACTED]
- d. The signature attachment will only be utilized in signing GEHA Special and AGE checks. Under no circumstances will the check signing machine be utilized for unofficial purposes.
- e. When securing operations overnight, it is the responsibility of the custodian to insure that all keys associated with the check signing machine, i.e. power, master, operator and plate keys, as well as all signature plates be secured in the custodian's safe.
- f. It is also requested that any deviation from the aforementioned procedures be brought to my attention immediately.

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WARNING NOTICE
INTELLIGENCE SOURCES
OR METHODS INVOLVED

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